

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-044/ANG 08-009

OPENING DATE: 15 February 2008

CLOSING DATE: 17 March 2008

ANTICIPATED FILL DATE: 27 Apr 08

POSITION TITLE AND NUMBER

Information Technology Specialist (SysAdmin)
PDCN 90043CWE00, MD # 1522-254

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office (USPFO-DP)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Special Salary Rate)

GS-2210-09 \$51,734.00 – \$67,259.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is NATIONWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFQH-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience*) that provided that KSA. It is REQUIRED that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of and skill in applying systems administration methods and procedures and performance monitoring methods sufficient to schedule, monitor and verify the integrity of systems installation, backups, recovery and security.
2. Knowledge of system performance monitoring software and procedures to monitor system performance, peak usage times, etc.
3. Knowledge of overall system software, hardware and networking to recognize interrelationships within area of responsibility sufficient to report, respond to, and resolve the less complex customer requests.
4. Knowledge of and skill in applying systems security principles and procedures along with analytical reasoning sufficient to correct security vulnerabilities in response to problems identified in vulnerability reports.
5. Knowledge of network configuration techniques, computer equipment and assigned system software to determine source of failures.
6. Knowledge of and skill in using system software, IT security principles and functional application software used throughout the state.
7. Knowledge of computer systems and information transmission systems standards and equipment sufficient to install, configure, upgrade and troubleshoot hardware and software components.
8. Knowledge of methods and procedures for documenting problem analysis and resolutions sufficient to maintain records of activities.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement

MILITARY ASSIGNMENT: Assignment to a compatible Officer Warrant Officer or Enlisted position in the unit is mandatory. (Q: 25, 53; WO: 250N, 251A; Enl: 25B/U/Y/Z; AFSC: 33XX, 3A0X1, 3C0X1)

PRINCIPLE DUTIES AND RESPONSIBILITIES: Modifies, tests and implements system backup and recovery strategies for assigned system. Serves as a systems administrator for the less complex systems involving a limited number of servers operating on a single operating system. Responsible for implementing and troubleshooting system performance. Reports unresolved problems to a higher-graded System Administrator. Assists other system administrators in troubleshooting problems and implementing changes on the more complex systems. Diagnoses system failures to isolate source of problems between equipment, system software, and application programs. Modifies code, devises temporary fixes, documents problems and advises higher-level System Administrator or other outside party. Interacts with peers and vendors to resolve hardware and software problems. Provides technical assistance to personnel involved in system design, programming, hardware selection and adapting commercially available software to meet the needs of the customer. Advises users on characteristics of system software. Implements systems software changes, operating system releases and maintains the operational status of systems in accordance with established implementation guidance. Participates in the analysis of requests for new or modified applications. Assists in analyzing and evaluating proposed changes to multiple computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. As appropriate, sets up and tests products on equipment) Assists in determining equipment demands, number and kinds of records, files, communications and procedures necessary to obtain, organize information and interfaces with other systems. Reports findings to the Team Leader. Provides systems support on personal computer, mini-computers or main frames. Assists in the installation and configuration of hardware and software applications. Schedules the installation of new or modified hardware, operating systems, and software applications. Manages the flow of data between various tiers of the architecture. Writes program scripts to facilitate backup and recovery procedures. Interacts with other information technology (IT) specialists in systems design, resource utilization and hardware/software installations. Assists in security management to ensure only authorized (personnel) access computer systems. Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment. Implements state policy relating to systems storage requirements. Assists with the modification of storage structures. Modifies system parameters on assigned system. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1